



Note: If you download this Request for Grant Applications (RGA) from a website, you are responsible for sending your name, address, email address, fax number and phone number to the RGA Coordinator in order for your organization to receive any RGA Amendments or Applicant Questions/DOH Answers.

## Request for Grant Applications (RGA) N18403 Comprehensive Cancer Control (CCC) Program

<b>Grant Application Title</b>	Informed Decision Making Regarding Prostate Cancer Treatment
<b>Required Due Dates:</b>	Intent to Apply (required): July 2, 2010 Grant Application (required) July 28, 2010
<b>Expected Time Period for Grants:</b>	August 16, 2010 – June 30, 2011
<b>Expected Number of Awards</b>	Up to two (2) grants will be awarded for a two year period. Year 1: Up to \$45,000 for each grant Year 2: Up to \$45,000 for each (anticipated) grant

### Application Minimum Qualifications:

Applicants must be licensed to do business in the State of Washington and have a minimum of two (2) years of experience implementing intervention activities in at least one of the focus areas below:

1. Chronic disease outreach/education targeting consumers; or
2. Professional education of health care providers; and/or
3. Clinical systems change modeling or capacity-building; and/or
4. Working with cancer patients.

Applicants must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from receiving federal funds.

Grant applicants who do not meet and demonstrate these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

### Schedule<sup>1</sup>:

Activity	Date/Time <sup>2</sup>
RGA Release Date	June 22, 2010
Intent to Apply Letter Due	July 2, 2010
Questions Due from Bidders	July 2, 2010
DOH Response to Bidder Questions	July 7, 2010
Grant Application Due Date	July 28, 2010
Projected Announcement of Apparently Successful Applicants	August 9, 2010 (projected)
ARC NW contacts Awardees to begin evaluation design	August 11, 2010 (projected)
Projected Grant Agreement Start Date	August 16, 2010 (projected)

<sup>1</sup> This schedule is subject to change at the discretion of Department of Health. DOH must be in receipt of all required documents by the due dates and times specified

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## Introduction

### Purpose:

The Comprehensive Cancer Control (CCC) Program of the Washington State Department of Health (DOH) is initiating this Request for Grant Application to identify, solicit, and fund Contractors who will implement and evaluate interventions that improve informed decision making regarding prostate cancer treatment in Washington State. Interventions must be:

- Evidence-based;
- Data-driven and outcome-oriented;
- Culturally competent;
- Informed by the target population; and
- Respectful of individuals' autonomy and rights, including patients' right to fully informed consent

### Goal:

The goal of the Informed Decision Making Regarding Prostate Cancer Treatment grant is to improve informed decision making between men and their providers regarding prostate cancer treatment.

### Background:

The mission of the CCC Program is to reduce cancer incidence, morbidity, mortality, and cancer-related health disparities in Washington through support of the Washington CARES (Community Action, Research and Evidence-based Systems) About Cancer Partnership.

The Washington CARES About Cancer Partnership is a collaboration of public and private stakeholders who seek to:

- Reduce cancer incidence and mortality;
- Increase equity in access to appropriate preventative, diagnostic, medical and palliative care;
- Maximize quality of life for individuals with cancer;
- Promote research; and
- Educate consumers, providers, payers and policy makers on cancer issues.

The work of the Washington CARES About Cancer Partnership is guided by the Washington State Comprehensive Cancer Control Plan, which provides a framework for efforts to reduce the burden of cancer in Washington. The plan (available through the DOH web site at:

[www.doh.wa.gov/ccp/pdf/wsccc\\_plan.pdf](http://www.doh.wa.gov/ccp/pdf/wsccc_plan.pdf)) includes strategies for addressing the broad spectrum of cancer issues – primary prevention, early detection, effective treatment, quality care, survivorship and end-of-life issues. The Partnership establishes goals based on the plan and coordinates the resources necessary to implement plan strategies. The 2009-2013 Plan includes an objective to increase the proportion of men diagnosed with prostate cancer who have discussed personally relevant information with their provider to support informed decision making about treatment options.

The Prostate Cancer Task Force, a working group of the Washington CARES About Cancer Partnership, is charged with addressing this objective. The Task Force is a statewide group of cancer care providers, advocates, researchers, public health professionals, and survivors that meets regularly to implement the prostate cancer-related goals and objectives in the state cancer plan.

The focus of this RGA is to promote informed decision making by men with prostate cancer as they make their treatment decisions. Projects should address one or both of the following objectives:

- Improve men's knowledge of different treatment options, potential benefits, and side effects; and
- Improve men's ability to make a treatment decision consistent with their personal values.

Additional details regarding goals, objectives, and strategies may be found in the “Grant Applications” section beginning on page 9.

The CCC Program, the Washington CARES About Cancer Partnership, and the Prostate Cancer Task Force are supported by funds from the Centers for Disease Control and Prevention (CDC). As such, they follow the same funding assumptions as the CDC’s National Comprehensive Cancer Control Program, which is committed to:

- Good stewardship of public funds;
- An equitable process; and
- The success of contracted activities.

#### Evaluation:

Grantees are expected to work with the Department of Health and the Alliance for Reducing Cancer Northwest (ARC NW) to design and plan the project evaluation. The Department of Health has contracted with ARC NW to provide technical assistance in the implementation and evaluation of the funded projects. Organization(s) funded through this RGA are therefore required to partner with ARC NW as needed, in order to facilitate adequate evaluation of the intervention. Evaluation partnership responsibilities may include but are not limited to: sharing current project objectives, materials and protocols with ARC NW; sharing any changes to project materials or procedures with ARC NW; agreeing to participate in interviews; adapting activities as necessary to allow effective evaluation; and allowing ARC NW to conduct site visits.

Evaluation results will be shared with the CCC Program to inform future cancer control and prevention efforts. Evaluation results may also be shared with community partners and submitted for publication in peer-reviewed journals.

WSIRB approval: Successful Applicants may be required to work with ARC NW to complete an application to the Washington State Institutional Review Board (WSIRB), depending on the nature of the project. More information about WSIRB and state laws regarding research are available at the Department of Social & Health Services, Human Research Review Section/Washington State Institutional Review Board’s website: <http://www1.dshs.wa.gov/rda/hrrs/default.shtm>. All funded projects must follow applicable state and federal laws.

#### Selection Criteria:

An independent review committee will be selected to review, evaluate and score grant applications. Review committee members will assign scores based on their assessment of the quality of the submitted grant application. Office of Contracts and Procurement staff will notify applicants of Apparently Successful Applications and provide the selected group of grant recipients with a DOH grant agreement for approval and signature. See Appendix B for a sample grant agreement and Appendix C for a sample scoring sheet.

#### Funding:

DOH anticipates funding two (2) proposals for a two-year period, as follows:

- a) Up to \$45,000 is expected to be available for each contract during the contract period from August 16, 2010 through June 30, 2011, contingent upon availability of CDC funds. The total amount of funds available for this project is \$90,000.
- b) DOH, at its sole discretion, may extend these contracts for an additional 12-month period, through June 30, 2012. The second contract period is contingent upon a Contractor’s successful

progress in meeting the timeline and objectives during the first contract period, as well as availability of CDC funds.

The State of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be expected to register as a statewide vendor. This allows Contractors to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. Forms necessary for registration can be obtained at <http://www.ofm.wa.gov/isd/vendors.asp>

The budget proposal is a scored requirement. Overall cost will be a factor in the selection of the Apparently Successful Application; however, it will not be the only scored aspect of the budget component. Budgets will be scored based on how accurately they reflect the proposed scope of work as well as the total dollar amount of the proposal. Be sure to budget for adequate staff time to complete all proposed activities.

## Communications

### Communicating with Grant Coordinator:

All communications with the Department of Health in regard to this grant application shall be directed, in writing, to the Grant Coordinator named in the address below.

Department of Health  
Office of Contracts and Procurement  
PO Box 47905  
Olympia, Washington 98504-7905

Email: [betty.brickl@doh.wa.gov](mailto:betty.brickl@doh.wa.gov)  
Phone: (360) 236-3924  
FAX: (360) 586-2655

Attn: Betty Brickl

Re: DOH Grant Application # N18403

The primary method of communication regarding this grant application will be email. The Department of Health will provide reasonable accommodation for Applicants who need an alternative to email communication. Contact the Grant Coordinator to make arrangements.

***IMPORTANT:*** Any communications regarding this Request for Grant Applications with any DOH staff other than the Grant Coordinator named above may result in disqualification.

### Letter of Intent & Proposal Delivery

Your letter of intent and proposal may be e-mailed or delivered to the Grant Coordinator as specified below.

#### **Email**

[betty.brickl@doh.wa.gov](mailto:betty.brickl@doh.wa.gov)

#### **United States Postal Service**

Betty Brickl  
Department of Health  
Office of Contracts and Procurement  
PO Box 47905  
Olympia, Washington 98504-7905

**Overnight mail or hand delivery**

Betty Brickl  
Department of Health  
Office of Contracts and Procurement  
Town Center 1  
101 Israel Road SE  
Tumwater, Washington 98501

**Intent to Apply**

**Intent to Apply and Questions Deadline: July 2, 2010 by 3:00 pm, local time**

**Written notification to the Department of Health of the Intent to Apply for this Request for Grant Application is required in order to be eligible to submit a grant application.**

The Intent to Apply letter must include the information below and be received by the Grant Coordinator **no later than July 2, 2010 by 3:00 pm, local time**. Information in the letter should be placed in the same order as the following outline:

- 1) Organization name  
Proposal contact and title  
Address  
Telephone number  
FAX number  
E-mail address
- 2) Name of person authorized to sign legal documents on behalf of your business, binding your organization to a grant agreement, if different from the primary contact noted above.
- 3) State Business License number (UBI)  
Federal Tax ID number  
Proof of insurance
- 4) List of potential partners/subcontractors, if any. Include business license number, Federal tax ID number, and evidence of financial stability for any subcontractors.
- 5) Brief description of how the Application Minimum Requirements are met.
- 6) Evidence of financial stability.

Your organization and any partnering or subcontracting organizations must provide sufficient information to provide assurance to DOH that the Applicant is a financially stable, viable organization and that no reasonable foreseeable circumstances could lead to financial problems affecting the ability of the Applicant to fully meet all of its obligations under any resulting contract.

Examples of proof of financial stability may include but are not limited to:

- ☐ The Applicant's most recent independent audited financial statements for a fiscal year ended within the last 36 months.

The audited financial statements must be prepared with all monetary amounts detailed in United States currency; prepared under United States generally accepted accounting principles; and audited under United States generally accepted auditing standards. The audited financial statements must include: the auditor's opinion letter; financial statements; and any notes to the financial statements.

- ❑ Copy of annual report(s), including a breakdown of revenues and expenditures for each of the past five years
- ❑ A copy of the Applicant's financial statement or, if the Applicant's financial statement is consolidated with those of a parent company or affiliate, the Applicant's parent company or affiliate's financial statement, for the most recent calendar year.

If DOH determines that the Applicant has not demonstrated its financial stability, DOH may, at its sole option, reject the Applicant's proposal as non-responsive. Failure to provide any proof of financial stability will result in automatic disqualification.

7) Statement of ability and capacity to receive and manage federal funds.

The Applicant must provide sufficient information to document the use of generally accepted accounting practices (GAAP), which would demonstrate the Applicant's ability to manage, track, and document the receipt of funds (e.g. registration fees) and the use of those funds to offset contract-related expenses.

- 8) A statement certifying that your company, including any of its officers or holder of controlling interest, must certify that they are not presently or have not previously been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal contracts or grants by any federal department or agency. Any proposed subcontractors must provide same certification.

9) Brief description of the proposed project.

## Grant Application Instructions

**Grant Application Deadline: July 28, 2010 3:00 p.m., local time.**

### Letter of Submittal:

Applications must contain a Letter of Submittal signed by a person authorized to bind your organization to a grant agreement. Business contact information will be taken from Intent to Apply. Your letter of submittal must include:

- Business name and address **and**
- Brief statement describing legal status of business, including year organized.
- Signature of authorized person.

### Questions:

**All questions relating to this RGA must be received by July 2, 2010 3:00 p.m., local time.**

In the interest of fairness, DOH will only answer questions received in writing (mail, email, fax) by the scheduled deadline. Do not call the Grant Coordinator to ask questions. DOH will email a copy of all applicant written questions and DOH's official written answers to all applicants who submit an Intent to Apply letter. The answers will also be posted at: [www.doh.wa.gov/bids](http://www.doh.wa.gov/bids) and Washington Electronic Business Solutions at <https://fortress.wa.gov/ga/webscust/>.

### Application:

#### Format:

- Use standard 8.5" x 11" white paper.
- Type your responses using -
  - Margins - one inch (1")
  - Font - not less than 12 point.
- State your organization's name on each page of all copies.
- Number pages in consecutive order starting with page 1, Letter of Submittal.
- Type your responses in the same/identical order and numbering sequence as given in the application document.
- Page limits (response length) are indicated in each section of grant application.
- Forms may be printed and completed by hand if necessary.

#### Narrative:

- Grant applicants must provide complete, specific and detailed responses to all items in the application.
- Base responses on the instructions and material contained in this grant application. Disregard any other prior materials you have received and any oral representations by any party.
- Assume the independent grant review committee does not know anything about your organization or the services you provide.



## Submittal:

- Your application must be sent by **electronic PDF** and must arrive at DOH by the application date and time stated in the schedule. Send **electronic PDF** to [betty.brickl@doh.wa.gov](mailto:betty.brickl@doh.wa.gov).

## Grant Application

Many treatment options are available to men who are diagnosed with prostate cancer. Depending on the circumstances, treatments such as radiation, surgery, chemotherapy, hormone therapy, and cryotherapy may be considered. Another option can be to participate in “active surveillance”, by monitoring the progression of the disease before making a more invasive treatment decision. Because of the large number of variables to consider when deciding on a treatment, patients should know of all of these options when consulting their doctor about possible treatments.

The Washington CARES About Cancer Prostate Cancer Task Force seeks to identify and fund projects that promote informed decision making by men with prostate cancer as they make their treatment decisions. Projects should address one or more of the following objectives:

- Improve men’s knowledge of different treatment options, potential benefits, and side effects;
- Improve men’s ability to make a treatment decision consistent with their personal values.

This Request for Grant Applications (RGA) seeks to fund projects that use and evaluate **existing** decision aid tools in community or clinical settings. Proposals should make use of informed decision making (IDM) tools that have been demonstrated in peer-reviewed literature to be beneficial **or** that address the quality criteria developed by the International Patient Decision Aids Standards Collaboration. Proposals that seek to develop or create a new informed decision making tool are not appropriate for this RGA and will not be considered.

Effective prostate cancer treatment decision making tools have been developed, evaluated, and are available for public use and adaptation. An example of a tool that has been evaluated and demonstrated to be effective may be found at <http://www.prostatecancerdecision.org/>. Adaptation of this or comparable existing tools to tailor them to a target population or setting, is permissible for this RGA. The narrative proposal should describe what elements will be adapted, and how, for their target population. If the Applicant is proposing to use an existing tool that has been self-developed, a copy of the tool and summary evaluation data regarding the use and effectiveness of the tool must be submitted as an appendix. The selection of a specific tool for this project does not indicate endorsement of that product by the Department of Health.

The International Patient Decisions Aids Standards Collaboration developed the following quality criteria for patient decision aids. The criteria are summarized here, and are not intended to be absolute but should be used by the applicant as a checklist for determining decision aid quality. The full article may be accessed at <http://www.bmj.com/cgi/content/full/333/7565/417><sup>3</sup>.

### Description of Options:

- Provides information about the options in enough detail for decision making;
- Presents the likeliness of outcomes for each option in an unbiased and understandable way;
- Presents information in a balanced manner;
- Uses up-to-date scientific evidence, with references available in a reference section or technical document;
- If the aid uses patient stories, it presents stories showing a range of choices and positive and negative experiences;

<sup>3</sup> Elwyn G, O'Connor A, Stacey D, et al. Developing a quality criteria framework for patient decision aids: Online international Delphi consensus process. *BMJ* 2006;333:417

- Discloses any conflict of interest.

Patient-centered functionality:

- Includes ways to help patients clarify and express their values;
- Helps patients make decisions that are both informed and consistent with their values;
- Gives guidance and tools that help patients know the steps to making the decision and how to discuss the decision with a health care provider;
- Uses plain language.

Usability:

- Was developed systematically and field tested with patients;
- If the aid is internet-based, the website is searchable by key words, presents clear steps for moving through the website, permits printing the decision aid as a single document, is secure, and is easy to return to if user moves to other pages.

**Dissemination channels**

Treatment IDM tools should be disseminated in locations where they will:

- Reach patients prior to treatment;
- Reach underserved patients;
- Promote discussion between patients and their health care providers (and, optionally, their caregivers and family members).

Potential channels that meet these criteria include:

- Urology clinics;
- Other relevant provider settings;
- Community settings or other channels that might reach underserved men.

Applicants planning to work in a clinical setting or partner with any other outside entity need to provide evidence (such as a letter of support) of the partner's willingness to participate in the project. Applicants will need to demonstrate that the partner is willing to (a) make the informed decision making tool(s) available to their patients and (b) share relevant data and other information essential to evaluation of the intervention with the grantee and ARC NW.

**Scoring**

Narrative proposals will be scored according to the following criteria:

- (1) Management capability of the Applicant organization (15 points);
- (2) Statement of need and target population (5 points);
- (3) Proposed goal and objectives to meet the need within the proposed project (15 points);
- (4) Identified strategies to accomplish the objectives (30 points);
- (5) Potential of proposed intervention to be evaluated for effectiveness in meeting the objectives (15 points);
- (6) Protection of human participation and research risks (5 points);
- (7) Partnership/enhanced resources (5 points); and
- (8) Proposed budget (10 points).

**1. Management capability of the Applicant organization. (Two pages maximum)****15  
points**

The Applicant must provide information that demonstrates at least two years of experience in at least one of four areas listed below:

- a. Chronic disease outreach/education targeting consumers;
- b. Professional education of health care providers;
- c. Clinical systems change modeling or capacity-building; and/or
- d. Working with cancer patients.

The Applicant must demonstrate familiarity and proven success by describing similar projects or interventions recently conducted.

If the organization is a larger institution or umbrella organization, please provide information on the program or entity responsible for the proposed project. Include whether the program or entity has autonomy to manage the project.

- Does the Applicant provide a complete description of the administrative and organizational structure of the organization, and how those resources will be used in the proposed project?
- Does the Applicant organization document experience and a history of competence and success in the proposed program area(s) or similar projects/interventions?
- Has the Applicant organization worked successfully with the target population(s) identified in the proposal? Were measures of “success” appropriate and clearly described?
- Do key personnel have the necessary training and experience to implement the proposed project?
- Does the Applicant describe their organizational readiness and ability to implement the proposed project immediately upon funding?
- Does the Applicant have the capacity to spend awarded funds?

**2. Statement of need and target population. (Two pages maximum)****5  
Points**

Describe the need for the intervention that is specific to the target population and/or community that the project will serve. The narrative need not re-state needs, gaps, or data as described in Section 1 of this RGA, but should enhance information already provided.

Describe the target population in detail. If the proposed project includes partnership with an outside organization, please describe the organization, the types of services provided, the organization’s target population, and any existing collaborative activities between the Applicant and the organization.

- Is the target population clearly defined and comprehensively described?
- Does the proposed project address a clear need in the target population that is not being addressed by other existing programs?
- What data were used to identify and describe the need (recent needs assessment, recent findings of published literature, etc.)?
- Is the target population at high risk for poor disease outcomes (due to factors such as

lack of access to care, low income, low education, or race/ethnicity)?

**3. Proposed goal and objectives to meet the need within the proposed project. (Half page maximum)**

**15 Points**

State the goal of the proposed project. The goal must be a broad scope of what the Applicant hopes to accomplish.

State as many objectives as needed to meet the goal, however please include objectives stated in this RGA. Objectives should be limited to a number that can be realistically achieved within the project period. Objectives must describe who, what, where, when, and how. Objectives should conform to the “SMART” model: they should be Specific; Measurable; Achievable; Relevant/Realistic; and Time-oriented. They must quantify the number of people to be reached through the objective.

- Are the proposed goal and objectives consistent with what the RGA is requesting?
- Are a realistic number of objectives proposed given the project timeline and available resources?
- Are the objectives “SMART”? (Specific, Measurable, Attainable, Relevant/Realistic, and Time-specific.
- Are the objectives relevant to the goal?

**4. Identified strategies to accomplish the objectives. (Five pages maximum)**

**30 Points**

Strategies must be tied to each objective. They must describe how and when the specific objective will be accomplished. The proposed intervention, i.e. decision tool, should be described in detail in this section

The Applicant is encouraged to provide a Work Plan Table to summarize project strategies. The headings of a Work Plan Table are suggested in the example below:

Objective	Strategies to Meet the Objective	Timeline for Accomplishing Strategy	Person(s) Responsible and/or Partner Organizations
	Strategy 1		
	Strategy 2		
	Strategy 3		

The table is best designed in a landscape format. It can be referenced in the narrative and presented as an attachment within the proposal.

- Are the strategies described in sufficient detail:
  - What is the strategy, and how many people it will reach?
  - Who is responsible for performing the activities involved?
  - Where, when, and how will the strategies be implemented?
- Are the strategies compatible with the target populations’ needs and cultural identity(s)?
- Does the Applicant organization describe and propose use of an existing tool that has been demonstrated to be beneficial in peer-reviewed literature, or describe how the tool addresses criteria set by the International Patient Decision Aids Standards Collaboration?
- Does the proposal include a copy of the proposed tool?
- Does the proposal describe how the decision tool will be adapted, if necessary?
- Does the proposal include targeted strategies for reaching the intended population?

- Does the proposal include strategies and time for relationship building with the target community, if necessary?

## **5. Evaluation potential. (Two pages maximum)**

**15  
Points**

This section should demonstrate the Applicant's grasp of evaluation concepts and how the Applicant intends to measure the effectiveness of this project in meeting its intended goals and objectives.

The evaluation design will be finalized and conducted with the technical assistance provided by the Alliance for Reducing Cancer Northwest (ARC NW), a cancer research and evaluation program of the University of Washington. Evaluation methods will be science-based and must be able to produce data which other similar programs can use. Applicant must demonstrate readiness to partner as necessary with ARC NW to refine project activities for the purpose of evaluation, and to design and conduct the evaluation.

DOH will not fund a proposal that cannot be scientifically evaluated, or an informed decision making tool that has not been previously evaluated. Also include in this section any evaluation data used to determine the tool's utility in the target or comparable setting. Evaluation data sources should be included, and citations provided where appropriate.

- Does the proposal clearly identify the desired outcomes and describe how the outcomes will be measured within the given timeframe to provide useful data?
- Does the proposal include suggested measures to evaluate the proposed project's implementation and effectiveness?
- Does the Applicant organization include a summary of the tool's evaluation findings (including who conducted the evaluation), and provide a complete citation or copy of the reference if one is available?
- Does the Applicant organization clearly state the understanding and readiness to partner with ARC NW as needed for the design, implementation, analysis, and reporting of evaluation activities? The Applicant organization should articulate how resources will be utilized to perform the evaluation activities, and identify any evaluation components where external technical assistance from ARC NW may be needed.

## **6. Protection of human participation and research risks. (One page maximum)**

**5  
Points**

Describe any potential risks to participants or threats to confidentiality from the proposed intervention, and steps the Applicant will take to minimize those risks.

- Does the proposal describe potential risks (to health, well-being, patient confidentiality, etc.) to participants?
- Does the Applicant organization outline the steps that will be taken to minimize potential risks to participants?
- Does the proposal acknowledge and accept clearly that the protection of human subjects may require Institutional Review Board (IRB) approval of proposal implementation and/or evaluation?
- Is the Applicant organization willing to seek IRB approval for the proposed project or evaluation, if necessary?

## **7. Partnership/enhanced resources. (Half page maximum)**

**5 Points**

Describe any potential collaborations, partnerships, or additional funding for the proposed project. If the project relies on active participation of an outside partner, include evidence that demonstrates the partner's willingness to participate in the project.

- Does the proposal provide clear evidence of relevant partnership(s) or enhanced resources?
- Does the Applicant organization clearly describe how partners/enhanced resources will contribute to the proposed project?
- Does the proposal include letters of support from proposed community collaborators to demonstrate an established relationship and commitment to the project?
- Has the Applicant organization successfully collaborated with the proposed partners? Is the previous collaboration clearly described and measures for success described?

#### **8. Proposed budget. (No page limit)**

**10 Points**

Two budget proposals are required - one for each of the anticipated contract periods (August 16, 2010 – June 30, 2011 and July 1, 2011 – June 30, 2012). Provide detailed budgets in support of your proposed activity. In addition, the budgets must detail Applicant's anticipated monetary and/or in-kind support for the proposed intervention.

- Is the budget clear and concise? Are all budget items clearly tied to the proposed activities and the goals and objectives of the project?
- Is the budget reasonable and realistic? Does it include sufficient staff time to:
  - Implement intervention activities?
  - Seek and obtain IRB approval, if necessary?
  - Design and perform evaluation activities in partnership with ARC NW?
- Does the Applicant organization indicate a potential source of funds for long-term program sustainability if it is found to be effective? Long-term sustainability is not required but proposals that address program sustainability upon demonstrated effectiveness *may* have an advantage over proposals that do not address sustainability.
- Does the Applicant organization have any additional funds or in-kind resources to support this project? Matching funds are not required but proposals with matching funds *may* have an advantage over proposals requesting 100% funding through this RGA.

**The total possible points for evaluation of this proposal:**

**100 Points**

## Appendices

- A. Certificates and Assurances
- B. Sample – Grant Agreement
- C. Sample – Scoring Sheet
- D. Individuals with Potential Conflict of Interest

## Appendix A: Certifications and Assurances

I/we make the following certifications and assurances as a required element of the bid or proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

- The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
- The attached proposal or bid is a firm offer for a period of 120 days following receipt, and it may be accepted by the Department of Health without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120-day period.
- In preparing this proposal or bid, I/we have not been assisted by any current or former employee of the State of Washington whose duties related (or did relate) to this proposal, bid or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal or bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
- I/we understand that the Department of Health will not reimburse me/us for any costs incurred in the preparation of this proposal or bid.
- I/we understand that any contract(s) awarded as a result of this RGA will incorporate Terms and Conditions substantially similar to those attached to the RGA. I/we certify that I/we will comply with these or substantially similar Terms and Conditions if selected as a contractor.
- I/we understand that any person(s) selected as contractor(s) will be required to comply with DOH's Nondiscrimination Plan and the federal and state laws on which it is based. (See the General Terms and Conditions, attached for a summary of the Plan's requirements.) I/we will, if requested by DOH, submit additional information about the nondiscrimination and affirmative action policies and plans of this organization in advance of or after the contract award.

---

Signature

Date

---

Name & Title



## Appendix B: Sample Grant Award Agreement

	<b>GRANT AWARD &amp; AGREEMENT</b>		DOH GRANT/AGREEMENT #:	
			TYPE OF GRANT: <input type="checkbox"/> Entitlement <input type="checkbox"/> Discretionary	
This Agreement is by and between the State of Washington Department of Health (DOH) and the party identified below, hereafter referred to as the "Grantee".  By accepting this award Grantee certifies that they and any proposed sub-grantees are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from receiving federal funds.			PROJECT TITLE:   SUBRECIPIENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IT IS THE PURPOSE OF THIS GRANT</b>			GRANTEE LEGAL STATUS  <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit  <input type="checkbox"/> Government (state, local, federal, tribal, etc.)	
GRANTEE NAME		GRANTEE DBA		
GRANTEE ADDRESS		STATEWIDE VENDOR NUMBER	FEDERAL TAX ID NO.	
			UBI NUMBER	
GRANTEE CONTACT	CONTACT TELEPHONE	GRANTEE FAX	GRANTEE E-MAIL ADDRESS	
DOH DIVISION	DOH OFFICE		DOH PROGRAM	
DOH CONTACT NAME AND TITLE		DOH CONTACT ADDRESS		
DOH CONTACT TELEPHONE		DOH CONTACT FAX	DOH CONTACT E-MAIL ADDRESS	
Source of Funds		CFDA NUMBERS (if applicable)		
(FED) \$	(ST) \$0	(Other) \$0	Total \$	
AGREEMENT START DATE		AGREEMENT END DATE	MAXIMUM AGREEMENT AMOUNT	
<b>EXHIBITS.</b> The following Exhibits are attached and incorporated into this Agreement by reference: <input checked="" type="checkbox"/> Exhibit A, DOH Grant Application, Exhibit B – Grantee's Application for funds <input type="checkbox"/> No Exhibit(s).				
The terms and conditions of this Agreement, including all attachments and subsequent amendments constitutes the entire and exclusive understanding between the parties. No other understandings, writings, and communications, oral or otherwise regarding the subject matter of this Agreement shall exist to bind the parties. The parties signing below represent they have read and understand this Agreement, and have the authority to execute this Agreement. This Agreement shall be binding on DOH only upon signature by DOH.				
GRANTEE SIGNATURE		PRINTED NAME AND TITLE		DATE SIGNED
DOH SIGNATURE		PRINTED NAME AND TITLE		DATE SIGNED

## **GRANT REQUIREMENTS & STATEMENT OF WORK**

The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, attached hereto and incorporated herein.

## **PAYMENT PROVISIONS**

Compensation for the work provided in accordance with this agreement has been established under Exhibit A – Statement of Work. The parties have estimated that the cost of accomplishing the work herein will not exceed **\$00.00** in accordance with Exhibit A, attached hereto and incorporated herein. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually, via an amendment, agree to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded.

## **BILLING PROCEDURE**

Payment to the Contractor for approved and completed work will be made by warrant or account transfer by DOH within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 60 days after the expiration date or the end of the fiscal year, whichever is earlier.

## **GRANTEE RESPONSIBILITIES**

- a. The Grantee has full responsibility for the conduct of the project or activity supported under this award and for adherence to the award conditions. Although the Grantee is encouraged to seek the advice and opinion of DOH on special problems that may arise, such advice does not diminish the Grantee's responsibility for making sound scientific and administrative judgments and should not imply that the responsibility for operating decisions has shifted to DOH. The Grantee is responsible for notifying DOH about any significant problems relating to the administrative or financial aspects of the award.
- b. The requirements of this award are contained in the Grant Application, the General Terms and Conditions and statement of work unless otherwise specified in the award instrument. Certain applicable Federal standards are incorporated by reference.
- c. By acceptance of this award, the Grantee agrees to comply with the applicable Federal requirements and to the prudent management of all expenditures and actions affecting the award. Documentation for each expenditure or action affecting this award must reflect appropriate organizational reviews or approvals which should be made in advance of the action. Organizational reviews are intended to help assure that expenditures are allowable, necessary and reasonable for the conduct of the project, and that the proposed action:
  1. Is consistent with the award terms and conditions;
  2. Represents effective utilization of resources; and
  3. Does not constitute a significant project change

## **GENERAL TERMS & CONDITIONS**

### **AGREEMENT ALTERATIONS AND AMENDMENTS**

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties. Only the Contracting Officer or his/her delegate shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract on behalf of DOH. No alteration, modification, or waiver of any clause or condition of this contract is effective or binding unless made in writing and signed by authorized parties.

**AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35** - The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

### **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**CHANGE IN STATUS** - In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify DOH of the change. Contractor shall provide notice as soon as practicable, but no later than thirty days after such a change takes effect.

**CONFIDENTIALITY/SAFEGUARDING OF INFORMATION** - The use or disclosure by any party, either verbally or in writing, of any Confidential Information shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as other applicable federal and state laws and administrative rules governing confidentiality. Specifically, the Contractor agrees to limit access to Confidential Information to the minimum amount of information necessary, to the fewest number of people, for the least amount of time required to do the work. The obligations set forth in this clause shall survive completion, cancellation, expiration, or termination of this Agreement.

#### **A. Notification of Confidentiality Breach**

Upon a breach or suspected breach of confidentiality, the Contractor shall immediately notify the DOH Privacy Officer. For the purposes of this Agreement, "immediately" shall mean within one calendar day.

The contractor will take steps necessary to mitigate any known harmful effects of such unauthorized access including, but not limited to sanctioning employees, notifying subjects, and taking steps necessary to stop further unauthorized access. The Contractor agrees to indemnify and hold harmless Agency for any damages related to unauthorized use or disclosure by the Contractor, its officers, directors, employees, Subcontractors or agents.

Any breach of this clause may result in termination of the contract and the demand for return of all confidential information.

#### **B. Subsequent Disclosure**

The Contractor will not release, divulge, publish, transfer, sell, disclose, or otherwise make the Confidential Information known to any other entity or person without the express prior written consent of the Secretary of Health, or as required by law.

If responding to public record disclosure requests under RCW 42.56, the Contractor agrees to notify and discuss with the DOH Privacy Officer requests for all information that are part of this Agreement, prior to disclosing the information. DOH will provide to the Contractor the name and contact information for the DOH Privacy Officer. The Contractor further agrees to provide DOH a minimum of two calendar weeks to initiate legal action to secure a protective order under RCW 42.56.540.

**DISPUTES** – The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. Both parties will continue without delay to carry out their respective responsibilities under this contract while attempting to resolve the dispute under this section. When a genuine dispute arises between DOH and the Contractor regarding the terms of this agreement or the responsibilities imposed herein which cannot be resolved at the project management level, either party may submit a request for a dispute resolution to the Office of Contracts Management which shall oversee the following Dispute Resolution Process: DOH shall appoint a representative to a dispute panel; the Contractor shall appoint a representative to the dispute panel; DOH's and Contractor's representatives shall mutually agree on a third person to chair the dispute panel. The dispute panel shall thereafter decide the dispute with the majority prevailing.

A party's request for a dispute resolution must:

- be in writing,
- state the disputed issues,
- state the relative positions of the parties,
- state the contractor's name, address, and his/her department contract number,
- be mailed to DOH Office of Contracts & Procurement, PO Box 47905, Olympia, WA 98504-7905 within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes.

This dispute resolution process constitutes the sole administrative remedy available under this contract. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal.

### **GOVERNANCE**

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of work; and grantee's application for funding assistance
- c. any other provisions of the agreement, including materials incorporated by reference.

### **HOLD HARMLESS**

The Grantee shall defend, protect and hold harmless the State of Washington, the department, or any employees thereof, from and against all claims, suits or action arising from any intentional or negligent act or omission of the Grantee or subgrantee, or agents of either, while performing under the terms of this contract. Claims shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice.

### **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**INDUSTRIAL INSURANCE COVERAGE** – The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. Prior to performing work under this contract, the Contractor shall provide or purchase industrial insurance coverage for the Contractor's employees, as may be required of an "employer" as defined in Title 51 RCW, and shall maintain full compliance with Title 51RCW during the course of this contract. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, DOH may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. DOH may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by DOH under this contract, and transmit the deducted amount to the Department of Labor and Industries, Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

Industrial insurance coverage through the Department of Labor & Industries is optional for sole proprietors, partners, corporate officers and others, per RCW 51.12.020.

**NONDISCRIMINATION** - During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

**NONDISCRIMINATION LAWS NONCOMPLIANCE** - In the event of the Contractor's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with DOH. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

### **RECORDS MAINTENANCE**

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**RIGHT OF INSPECTION** - The Contractor shall provide right of access to its facilities to DOH, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract. The Contractor shall make available information necessary for DOH to comply with the client's right to access, amend, and receive an accounting of disclosures of their confidential information according state and federal law. The Contractor's internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of confidential information obtained or used as a result of this contract shall be made available to DOH and the U.S. Secretary of the Department of Health & Human Services, upon request.

### **RIGHTS IN DATA**

Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

### **SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the department may terminate the contract under the "Termination" clause, subject to renegotiation under those new funding limitations and conditions.

### **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

### **SUBCONTRACTING**

Neither the Grantee, nor any subgrantee, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the subcontract operate to release or reduce the liability of the Grantee to the Department for any breach in the performance of the Grantee's duties. This clause does not include contracts of employment between the Grantee and personnel assigned to work under this contract.

Additionally, the Grantee is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. .

**SURVIVABILITY** – The terms and conditions contained in this agreement which by their sense and context, are intended to survive the completion, cancellation, termination, or expiration of the Agreement shall survive.

**TAXES** – All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

### **TERMINATION**

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

### **TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

### **WAIVER**

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

## Appendix C: Sample Scoring Sheet

This sample is provided for informational purposes only to show an example of how a Grant Review Committee member could summarize the score from a grant application. No response is required.

Name of Applicant: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Applicant Agency Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Application Section	Total Possible Points	Reviewer Scored Points	Optional Comments
• Management and Capability	15		
• Statement of Need and Target Population	5		
• Goals and Objectives	15		
• Strategies	30		
• Evaluation	15		
• Protection of human participation	5		
• Partnership/Enhanced Resources	5		
• Budget	10		
<b>Grand total</b>	<b>100</b>		

## **Appendix D: Individuals with Potential Conflict of Interest**

The following individuals cannot be approached by Applicant Organizations for assistance with proposal development due to potential conflict of interest. Applicant contact with individuals who possess a conflict of interest will result in the disqualification of the Applicant from contract consideration.

### **Alliance for Reducing Cancer, Northwest (ARCNW) Members**

- Allen Cheadle, PhD
- Gloria Coronado, PhD
- Peggy Hannon, PhD
- Jeff Harris, MD, MBA, MPH
- Vicky Taylor, PhD
- Shin-Ping Tu, MD
- Thuy Vu, MPH
- Steven Zeliadt, PhD

### **WA CARES About Cancer Partnership Prostate Cancer Task Force Members**

- Richard Berger, MD
- Debi Johnson
- James Kiefert, DEd
- John Ross



## Checklist

This checklist is provided for your convenience only. It does not require a response. Use this checklist in combination with instructions throughout the grant application document. See length of response limits in the Grant Application text. All Due Dates/Times are dates/times by which DOH must be in receipt of the activity related documents.

Application Checklist		
Task		Due Date
<b>Intent to Apply</b>	Organization name	July 2, 2010 3:00pm, local time
	Primary contact person, address, telephone number, FAX number, and email address	
	Person authorized to sign legal documents	
	State Business License number, Federal Tax ID number, Proof of insurance	
	List of potential partners	
	How minimum requirements are met	
	Evidence of financial stability	
	Capacity to manage federal funds	
	Statement certifying eligibility for federal contracts	
	Brief description of proposed project	
<b>Questions</b>	Submitted in writing (mail, email,)	July 2, 2010
<b>Grant Application</b>	Letter of Submittal	July 28, 2010 3:00pm, local time
	Management Capacity	
	Statement of Need and Target Population	
	Goal and Objectives	
	Strategies	
	Evaluation	
	Protection of Human Participation and Research Risks	
	Partnerships and Enhanced Resources	
	Proposed Budget	
	Certifications and Assurances	
	Copy of Proposed Tool	
	Letters of Support (if applicable)	